Virginia Department of Emergency Management
Crisis Management System
Information Security Access Agreement

As a user of WebEOC Crisis Management System (CMS) which is operated by the Virginia Department of Emergency Management (VDEM), I understand and agree to abide by the following terms which govern my access to and use of VDEM's WebEOC CMS.

Access has been granted to me by VDEM as a necessary privilege in order to perform authorized job functions. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (such as log-in IDs and/or passwords) for any purpose other than those required to perform my authorized employment functions;

If, due to my authorized job functions, I require access to other information on VDEM's WebEOC CMS, I must obtain authorized access to that information from the Data Owner;

I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so by VDEM, and I will not use any access mechanism which has not been expressly assigned to me;

I agree to abide by all applicable Commonwealth of Virginia and VDEM policies, procedures and standards which relate to the security of VDEM computer systems and the data contained therein;

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the information security officer and management of VDEM;

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that any infractions of this agreement will result in disciplinary action, including but not limited to the termination of my access privileges.

_____   _____
Employee/Consultant Name (Print)   Date

_____
Employee/Consultant Signature

_____   _____
Agency/Jurisdiction/Company Name   Division Name